

ISU News & Views

A NEWSLETTER DEDICATED TO INFORMATION TECHNOLOGY IN THE STATE OF MONTANA

Electronic Commerce Fraud

Do you feel uncomfortable ordering anything off of the Internet with a credit card? The Internet continues to grow, and electronic commerce (purchasing items over the Internet) is getting bigger and bigger. By the year 2001, electronic commerce will account for over \$220 billion using the Internet as a transfer mode. With the increase in electronic commerce comes an increase in fraud. The following are some tips for conducting business over the Internet:

- Most spam (unsolicited commercial email) is some type of fraud. The chances of receiving the item at all are only 45%. The chance of getting what you expected at a reasonable price is less than 5%.
- When buying from a reputable online auction site, always check out the references for the seller and only buy from sellers who have good references.
- Do not conduct business with an anonymous user. Get the person's real name, business name, address, and phone number. Verify this information before buying or selling. Do not send payment to a Post Office box.
- Many "cybermalls" are scams. They are usually very expensive and usually do not provide the exposure that you would receive in a regular mall. Some just take your money and provide nothing.
- Do not participate in a pyramid scheme. This is when you are asked to send money to ten people, who send money to ten other people, who then each send money to ten more people, etc. This is illegal. Do not do it!
- When you do give your credit card number, make sure the site is secure. Most legitimate sites use SSL or Secure Socket Layer for transmitting information such as credit card numbers. Investigate before investing.



The FTC has taken many enforcement actions to stop fraud and deception on the Internet, including cases against pyramid schemes, as well as recent federal court action against a seller who sold computers through online auctions but failed to deliver any goods.

Inside

Enterprise News

- 1 Electronic Commerce Fraud
- 2 Notice!
- 2 Domain Name Systems (DNS) Services
- 2 State Y2K Readiness
- 3 Calendar of Events

Mainframe News

- 3 Document Direct - Password Tips
- 3 Y2K LPAR Notice

Meeting News

- 4 ITMC August Meeting

PC Talk

- 5 Oracle
- 5 Features of Oracle Forms 5.0 and Forms 6.0
- 6 Outlook
- 7 Recovering Corrupted Excel Files
- 8 Excel 97
- 8 PowerPoint Made Easy!
- 8 MS Word
- 9 Recording Macros to Learn Syntax
- 10 JumpToIt
- 11 Office 97
- 11 Turning AutoPlay Off

Training News

- 12 Media Based Training (MBT)
- 12 Computer Security Training for End Users
- 13 Training Calendar
- 14 SABHRS Classes
- 15 State Training Enrollment Application

How to reach us

- 16 Editor's Notes

The FTC has also taken a page from the scam artists' rulebook. To combat fraud they set up their own "teaser" sites which mimic sites where consumers might get scammed by deceptive business opportunity schemes, pyramid schemes, deceptive travel programs, false weight-loss claims or fraudulent display rack opportunities. The sites take consumers through glowing testimonials and claims of great success, such as "earn \$50,000 in 90 days," and then hit them with a warning, such as "If you responded to an ad like this one, you could get scammed."

The FTC will continue enforcement actions and education of consumers and Internet entrepreneurs. It is important when conducting business on the Internet that you also use common sense. Something that sounds too good to be true probably is.

For more information regarding Electronic Commerce fraud, contact Lynne Pizzini, Network Security Officer at 444-4510, Outlook or email at lpizzini@state.mt.us.

Notice! Notice! Notice!

ISD will be removing the `mt.gov` domain from the DNS servers on March 1, 2000. Please make sure all your Web sites and other services that use the `mt.gov` domain can be reached via the `state.mt.us` domain.

For questions please Contact Leo Rogge of the Telecommunications Operations Bureau at 444-4502, Outlook, or email at lrogge@state.mt.us.

Domain Name System (DNS) Services

Effective September 1, 1999, add/change/remove requests to the State of Montana DNS services, will be made each Wednesday.

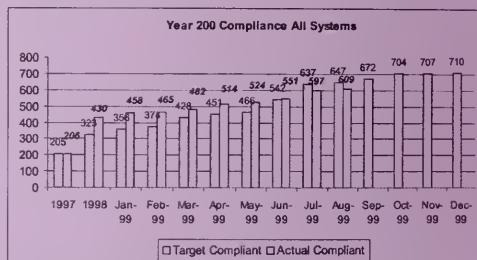
The DNS request form is located on the VAS at `doa_vas_001\guest\forms\dns\dns.doc`.

If you have any questions regarding this form, or if you would like to submit the DNS request form (via email only) contact Leo Rogge of the Telecommunications Operations Bureau at 444-4502, Outlook, or e-mail at lrogge@state.mt.us.

State Y2K Readiness

State agencies are slightly behind their self-imposed schedule for fixing Year 2000 computer systems. The situation, while disappointing, is not critical. The vast majority of systems that missed their target date are low priority systems. We anticipate that these systems will be compliant by January 1, but if some slip through the cracks, the results will have minimal (if any) impact on the general public.

As illustrated below, 609 of the 710 state computer systems are ready for the next millenium. Agencies had planned on having 647 systems compliant by this date. High priority systems are nearly on target. Of the 227 high priority systems, 187 (or 82%) are currently compliant. State agencies continue to be confident that they will have 100% of their high priority systems compliant by the end of October.



The Governor's Y2K Readiness Council

This council was created by Governor Racicot last Spring and is chaired by Lieutenant Governor Judy Martz. The council has representatives from a broad spectrum of public and private organizations. The mission is to gather, analyze and disseminate information on the century change issue (Y2K) and how it will impact Montanans. The council discussed the field of transportation including trucking, rail, plane and petroleum refining and shipping at the September meeting. The October meeting is scheduled to deal with all levels of government in Montana especially schools and local governments. The council meetings are open to the public and are held in the PSC conference room.

If you have questions about the council meeting or the Year 2000 issue, contact G. Scott Lockwood, Year 2000 Compliance Officer, at 444-2655, Outlook or email at `glockwood@state.mt.us`, or check out the Y2K page at <http://www.state.mt.us/isd/year2000/>.

DocumentDirect – Password Tips

To open a document server in DocumentDirect, a password is required. There has been some confusion as to *which* password is to be entered. Use your mainframe password – the same one you enter on the **Entry Validation** screen to access mainframe applications. Some DocumentDirect users have not previously used or seldom log on to the mainframe. If you are a new user, you will be

assigned a password when your mainframe

LOGONID is assigned. If you have forgotten your password, your agency security officer can assign a new one. In either case, you must change that password the first time you log on to either DocumentDirect or to the mainframe and at least every 60 days thereafter.

If your LOGONID has been suspended because of too many incorrect logon attempts again, contact your security officer.

You can change your password on the **Entry Validation** screen. Now, with the current version (2.1) of DocumentDirect, it is also possible to change your password within DocumentDirect by following this procedure:

1. Open DocumentDirect
2. Click on Options on the tool bar
3. Click on Password Maintenance...
4. Type your current password in the Password box, type your new password in both the New Password and Confirm New Password boxes, and click on OK.

Remember, if you change your password in DocumentDirect, you have also changed your mainframe password. Likewise, if you change your password on the **Entry Validation** screen, your password for DocumentDirect has changed.



When entering your password in DocumentDirect, if error message number ACF01017 is returned, you have keyed your current password but that password has expired and you must change it before you can log on. If message number ACF01013 is returned, your LOGONID has been suspended because you have exceeded the maximum number (six) of incorrect password attempts permitted. The text of these messages is confusing because it is partially truncated.

If you are experiencing problems you believe are related to your LOGONID or password, please contact your agency security officer. If you have DocumentDirect problems, please contact Jan Lewis at 444-2901, Outlook, or e-mail at jalewis@state.mt.us or Dave Smith at 444-2857, Outlook, or e-mail at dasmith@state.mt.us.

Y2K LPAR Notice

Please note that ISD is planning on removing the year 2000 LPAR on January 30, 2000. If any user plans on using this LPAR past that date please contact JudeyKay Schofield of Database Design and Support at 444-4069, Outlook or email at jschofield@state.mt.us by December 15, 1999.

Calendar of Events

October

Information Technology Managers Council (ITMC), 8:30-10:30 am
Rm 111, Metcalf Bldg.

Information Technology Advisory Council (ITAC), 8:30-Noon,
Rm 111, Metcalf Bldg.

Year 2000 Readiness Council,
9-10:30 am, Rm 111, Metcalf Bldg.

November

Information Technology Managers Council (ITMC), 8:30-10:30 am
Rm 111, Metcalf Bldg.

Year 2000 Readiness Council,
9-10:30 am, Rm 111, Metcalf Bldg.

September ITMC Meeting

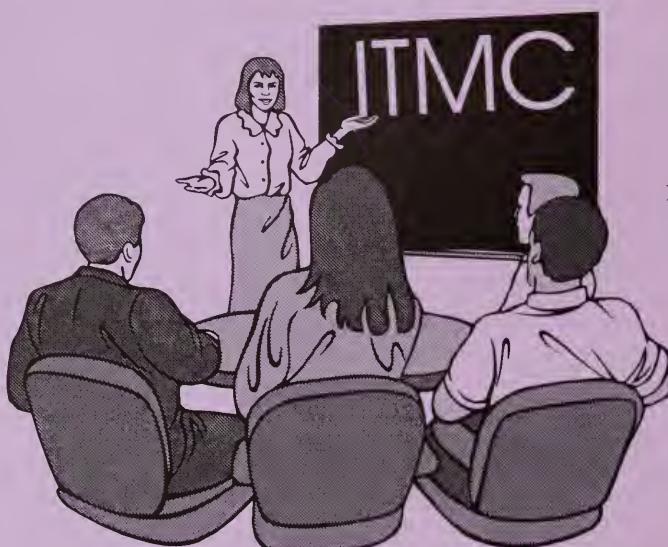
The Information Technology Managers Council (ITMC) meets monthly to review technology issues that affect state government. The group met on September 1, 1999.

The Council approved the recommendations of the Web server subcommittee. The recommendations are summarized here. The full report is available on the Value Added Server at itmcinfo/Web Server

Strategy/Web Server Committee – Final Report and Recommendations.

- Recommendation #1. ISD should provide support and services in the following areas:
 - Training
 - Operational Support
 - Hosting Services
 - Development Support and Services
 - Needs Analysis
- Recommendation #2. A list of supported, but not standard, Web server software should be established. This list should include the following:
 - Server tools
 - Microsoft Internet Information Server (IIS)
 - Oracle Application Server
 - Development tools
 - Microsoft FrontPage (beginner level)
 - Oracle toolset
 - Utilities
 - Phantom search engine (enterprise level)
- Recommendation #3. Establish an IIS users group patterned after the Oracle users group (MOPUG), to facilitate peer support and code sharing for the platform. Peer support should be formalized through the individual product users groups and facilitated by ISD.
- Recommendation #4. To provide state agencies with direction concerning the use of Inter/Intranet technologies, the Web Server Committee recommends that ITMC, either form an Inter/Intranet

Strategic Planning Committee, or, forward a recommendation on to ITAC to form an Inter/ Intranet Strategic Planning Committee.



For more information on the activities of ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or e-mail at wwheeler@state.mt.us.

ORACLE

If you use any of these Products...

- Developer
- Oracle Forms
- Oracle Reports
- Oracle Graphics
- SQL*Plus
- Designer
- Oracle Designer

And you need support...

You have it! And it's FREE to all state employees! Just contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

For more information about this article Barry Fox of the Systems Support Bureau at 444-5895, Outlook or e-mail bfox@state.mt.us.

Oracle database information can be obtained by contacting Tony Noble at 444-2922, Outlook or e-mail at tnoble@state.mt.us or Tom Rediske at 444-1593, Outlook or e-mail at trediske@state.mt.us.

Features of Oracle Forms 5.0 and Forms 6.0

Oracle Developer/2000 Version 2, which includes Forms 5.0, has been available for a more than a year. Oracle Developer/2000 Version 6, which includes Forms 6.0, is now available. Many Oracle application developers in state government are using Developer 1.3, which features Forms 4.5.

The Forms product is markedly improved in these newer versions and Forms developers may want to consider upgrading. This article will highlight some of the new features.

Features in the Forms 5.0 product include the following:

- Wizards have been added to automate block creation and canvas layout.

- Summary and formula fields can be created to perform calculations on other fields in the form.
- Bubble help is automated using Tooltips, and no longer have to be programmed.
- Blocks can be based on additional data types such as stored procedures.
- Reading and writing of text files is supported with the TEXT_IO built in package.
- A reference node for program units aids debugging by specifying what PL/SQL programs are referenced by, and refer to, a particular PL/SQL function or procedure.

Additional features in the Forms 6.0 product include the following:

- Forms Runtime Diagnostics enhance debugging by logging runtime events to a file.
- The PL/SQL Editor is enhanced with color coding and indentation alignment.
- Object data types in Oracle 8i are supported.
- A wizard has been added to automate List of Value creation.

Oracle developers that are already licensed can upgrade at no cost. The new versions of Developer/2000 run concurrently with the older version, allowing the upgrade to be performed in stages. In many cases, the upgrade simply involves opening a version 4.5 form with the new tool, and regenerating.

A paper entitled *Mastering the Migration from Forms 4.5 to Forms 5.0* was published by the International Oracle Users Group, and contains a detailed treatment of the issues relating to the upgrade. For a copy of this paper, or for more information on upgrading Developer/2000, contact Barry Fox of the Systems Support Bureau at 444-5895, Outlook or email at bfox@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Outlook

Mailbox Size Issues

Each Outlook user has a 50MB limit for their mailbox. If the sum of all of your folders on the Exchange Server exceeds 50MB you will lose the ability to send mail but still retain the ability to receive mail.

Outlook users run into problems when they are unaware that all of the standard folders in the mailbox reside on the Exchange server. This includes the **Inbox**, the **Outbox**, **Contacts**, **Sent Items**, **Deleted Items**, **Calendar**, **Notes**, and **Journal**. Similarly, any subfolder of those folders is also stored on the server.

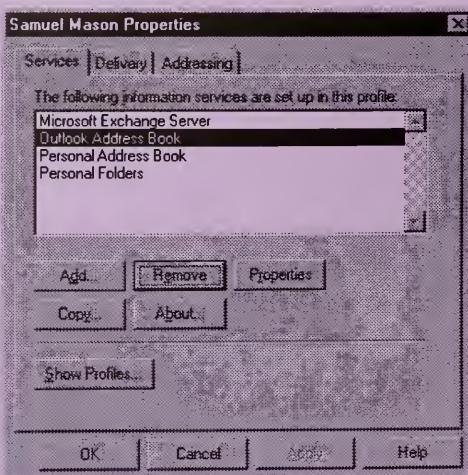
If you receive a message that you are approaching your maximum, review items in your **Sent** and **Deleted Items** folders. These items are not usually kept on purpose and so deleting them is an easy way to free up space. The **Sent Items** folder will never empty automatically unless **AutoArchiving** is set up on your Outlook profile. For further information on **AutoArchiving**, please reference the July 99 *ISD News and Views*.

Personal Folders

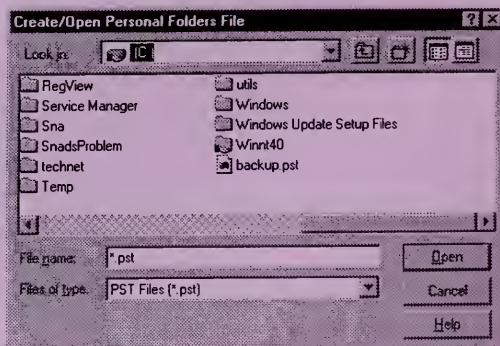
To save information when running out of space on the Exchange server you can set up personal folders to store the information.

Note: These folders reside on your local hard drive or on a drive that you specify and not on the Exchange server. While the exchange server is backed up nightly, local computer drives are not. If the information in your PST (Personal Folder file) gets lost there will be no way to retrieve it from our back up files!

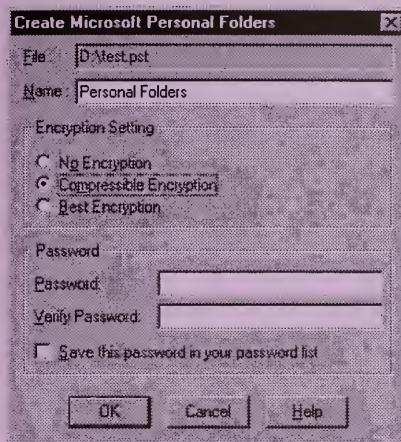
To set up Personal Folders either right click on the Outlook icon and go down to **Properties** or go to **Control Panel** and open the **Mail** icon. This will get you to the **Properties** page.



Click **Add | Personal Folders**. Name the folder. A good name is your ACF2 ID (Cx0000).



Click the **Open** button. This moves you to a screen that will ask you about encryption and a password.



Don't use a password on this file. If you lose the password you have lost your information.

This completes the installation of Personal Folders. It is now just a matter of pulling folders or messages into these Personal Folders. Inside Outlook, go to the **View | Folder List** and you will see the Personal Folders hierarchy on the list. Click and drag messages or folders from your mailbox to this hierarchy and the items are removed from the Exchange server, freeing up space.

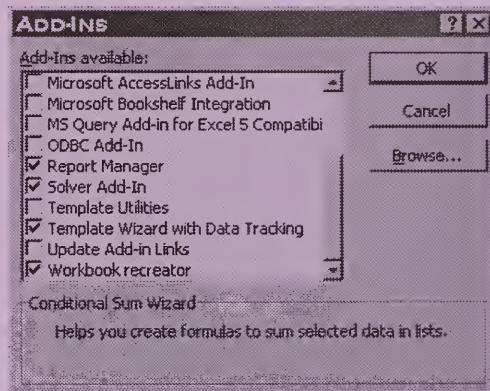
If you have any questions regarding this article, contact Samuel Mason of End Users System Support at 444-1548, Outlook or e-mail at smason@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Recovering Corrupted Excel Files

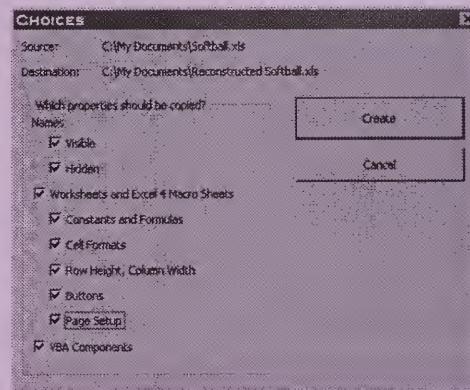
There are a couple of ways to recover a corrupted Excel file. This first method works only if you can open it.

You will need to get the file **recover.exe** either from Microsoft or from the VAS at **guest\share\office97\recover.exe**. Run the file and it will install the macro.

Open Excel and go to **Tools | Add-ins**. Check the **Workbook recreator** box and then open the corrupted file.



With the workbook open, go to **Tools | Recreate Active Workbook**. On the **Choices** screen, choose the options and then click **Create**. Your workbook is now recovered.



Next month we'll look at a second way to recover files.

If you have any questions about this article please contact Brian Clark of End User System Support at 444-0751, Outlook or e-mail at brianc@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Excel97

Comments are a great way to leave user instructions that pertain to a specific cell. Click in the desired cell and choose **Insert|Comment**. Then, type the message and click outside the comment box. Excel indicates that a cell contains a comment by displaying a small red triangle in the upper-right corner of the cell. View the comment by hovering the mouse pointer over the triangle or configure Excel to always display comments. Select **Tools|Options|View tab|Comment & Indicator|Comments** panel and click **OK**. If the comment boxes get in the way of a particular bit of data, drag them to a new position — an arrow will continue to anchor the comment to its originating cell.

This article is reprinted from Software School, Inc. If you need help or have any questions about this article please contact Carl Haller of End User System Support at 444-2072, Outlook, or e-mail at challer@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Office Tips

While creating a bulleted list in PowerPoint you want to move to the next line down but don't want another bullet. When you hit the **Enter** key you automatically get another bullet. How do you move to the next line, keep the bulleted indent but not the bullet?

Hold down the **Shift** key and then **Enter**. This also works in Microsoft Word. If you are creating a numbered list it allows you to create a new

paragraph under a bullet without going to the next sequential number.

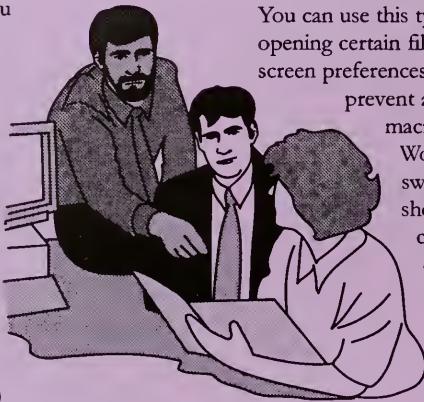
If you have any questions concerning this article, contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, Outlook, or e-mail at tbadovinac@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

MS Word

To Prevent Macros from Running on Start

You can customize what happens when you launch Word by creating an AutoExec macro. An AutoExec macro runs automatically each time you start Word. You can use this type of macro to do anything from opening certain files automatically to setting your screen preferences. Sometimes you might want to prevent an AutoExec or other automatic macro from running when you start Word. Do this by adding the **/m** switch to the target line of a Word shortcut or at the end of the command line in Windows' Run dialog box, but this method can be tedious as it involves a number of steps. To quickly prevent Word from running automatic macros during startup, simply hold down the **Shift** key while you start Word. (Note: If you start Word from the Microsoft Office Shortcut Bar, click Word's shortcut button first, then hold down the **Shift** key while Word starts.)

This article is reprinted in part from Software School, Inc. If you have any questions concerning this article, contact Irvin Vavruska of End User Systems Support at 444-6870, Outlook, or e-mail at ivavruska@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.



Recording Macros to Learn Syntax

A good way to learn Visual Basic syntax is to record a simple macro in Word. You can then examine the resulting Visual Basic code in the Visual Basic Editor.

1. In a blank Word document, start recording a macro by pointing to **Macro** on the **Tools** menu, and then clicking **Record New Macro**.
2. In the **Record New Macro** dialog box, type **testing** as the name of the macro, and click **Record**.
3. In the Word document type **This is a test**, press **ENTER**, and then click **OK**.
4. Stop recording by pointing to **Macro** on the **Tools** menu, and then clicking **Stop Recording**.

The macro is now recorded, and can be viewed in the Visual Basic Editor. To view the macro:

1. Point to **Macro** on the **Tools** menu and then click **Macros** (or press **ALT+F8**).
2. Select **testing** under **Macro name**.
3. Click **Edit**.

For more information on recording a macro, see *Recording a macro to generate code* in Word Visual Basic Help (use the **Find** tab to locate the topic).

The recorded macro appears in the code window as:

```
Sub testing()
'
' testing Macro
' Macro recorded 03/26/97 by Joe Smith
'
Selection.TypeText Text:="This is a
test"
Selection.TypeParagraph
End Sub
```

The macro begins with a subroutine name, which by default is the same as the macro name. Comments (indicated by an apostrophe ()) provide a short

description of the name of the macro, when it was recorded, and by whom. The actual recorded contents of the macro follow, and, in this case, consists of two commands:

**Selection.TypeText Text:="This is a
test"**

Selection.TypeParagraph

The **Selection.TypeText** command specifies that text is to be inserted into the document. The **Selection.TypeParagraph** command specifies that a hard return is to be inserted in the document.

For comparison purposes, the same macro recorded in WordPerfect 5.1 for DOS appears in its macro editor as:

{DISPLAY OFF}

This is a test{Enter}

And in WordPerfect 6.1 for Windows:

Type (Text:"This is a test")

HardReturn()

As you can see, the syntax between these three word processors is vastly different, with thousands of possible permutations. Since it is impossible to enumerate all the differences between the macro languages, it's generally easier to record new macros in Visual Basic, and use the new recordings as a basis for your new Word macros.

For more information on this article contact Jerry Kozak of End User Systems Support at 444-2907, Outlook or e-mail at jkozak@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

October 5

is

National Techies Day

Thanks to all who do their best to
keep us up and running!



Windows Freebie

JumpToIt

ZDNet has made a free Windows utility available – JumpToIt. The list of links on your **Favorites** menu can get very long. JumpToIt gives you tray access to a short-list of favorite links, along with a database for storing and managing your links. You can launch links from either the main window or the tray. To add links to the database, drag or paste them from your favorite Web browser, or have JumpToIt monitor the clipboard for URLs and save them automatically. JumpToIt also supports links to files, and you can drag-and-drop desktop shortcuts into its link item list. A simple menu choice adds a link from the list to JumpToIt's tray menu short list.

To install JumpToIt, copy its three program files (jumptoit.exe, jumptoit.cnt and jumptoit.hlp) to a subdirectory on your hard disk, and create a shortcut to jumptoit.exe. To uninstall JumpToIt, first run the program with the -u switch to clean out its registry entries: jumptoit -u and then delete its program files. For details on program operation, refer to the program's online help file.

First Published in *PC Magazine*, US Edition, July 1999, v18n13

If you would like a copy of the JumpToIt files they are available on the Value Added Server at `\guest\windows\win95\addons\JumpToIt`. If you do not have access to the Value Added Server contact Irv Vavriska of End User Support at 444-6870, Outlook or email at `ivavriska@state.mt.us`.

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Office 97

Manipulating Your Default Folder

Renaming My Documents

Q. How do I get rid of the My Documents folder?

A. We suggest you don't get rid of the My Documents folder permanently, because programs other than Microsoft Office use it. You can rename it. The system will still recognize it as the default My Documents folder.

For example, I could rename My Documents to Heidi's Data and create all of my data folders in it. Now, with no reassigning, all of the Office applications point to Heidi's Data, and any new applications I acquire will also default to it.

If the folder you want to use as your default already exists, it still might be worthwhile to rename My Documents to that name (renaming the original first, of course), and move the subfolders over, using Windows Explorer.

Reassigning Your Default File Locations

Be aware that this folder is stored on your local drive. To be sure that things are getting backed up, we strongly suggest that you store your important data on the server. Here is how to change your default file locations in Office applications.

Word 97

Choose Tools | Options | File Locations tab | Documents | Modify. Now choose a new folder and click OK to record your change. Click OK again to close the Options dialog box and apply your new setting.

Excel 97

Choose Tools | Options | General tab. In the Default File Location entry box, type your new folder and its path (for example, c:\data\mystuff). Click OK to close the dialog box and save your changes.

PowerPoint 97

Choose Tools | Option | Advanced tab. Type the new folder and path into the Default File Location entry box and click OK to close the dialog box and save your settings.

Access 97

Choose Tools | Options | General tab. Type the new path and folder into the Default Database Folder entry box and click OK.

Portions of this Microsoft Office Tip were made possible by *Tip World* at www.tipworld.com.

For more information concerning this article, contact Heidi Mann of End User Systems Support at 444-2791 or e-mail at hmann@state.mt.gov. If you have a problem with Office applications, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Turning AutoPlay Off

When you pop an audio CD or CD-ROM in your drive, does it start playing automatically? If so, then you have AutoPlay. This feature cuts one step out of your work — when you insert a CD in the drive, the system knows what to do. (Without AutoPlay, you'd have to display a CD's contents in an Explorer window, or in the case of an audio CD, launch the CD Player program yourself.)

There will be times when you don't want AutoPlay to be invoked. You may, for instance, want to put an audio CD in the drive and listen to it later. You can turn off this function on a per-instance basis. Put the CD in your CD-ROM drive, close the door, and hold down the Shift key for a few seconds (for about as long as it normally takes for AutoPlay to begin). What happens? Absolutely nothing.

If you have any questions or need help with this issue, contact Mike Moller of End User Systems Support at 444-9505, Outlook or email at mmoller@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Media Based Training (MBT)

MBT courses are a great alternative to instructor led training. They are self paced courses that are run off your office PC.

To find out what courses are available go to <http://www.state.mt.us/isd/current/training/mbt.htm>. There are instructions there on how to check out a course or to see what's available.

Microsoft Office Courses

There are many MBT courses available for

- PowerPoint
- Word
- Excel
- Outlook
- Access

To check out a course, contact Shawndelle Semans at 444-3820, Outlook or e-mail at ssemans@state.mt.us. If you have questions about this article contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, Outlook or e-mail at tbadovinac@state.mt.us.

Computer Security Training for End Users

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of e-mail and the Internet
- user responsibilities

This training is held the third Thursday of each month from 8:30-10:30am in room 13 of the Mitchell Building.

Date: Thursday, October 21, 1999

Time: 8:30-10:30 am

Location: Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@state.mt.us) or Kim Ingwaldson (kingwaldson@state.mt.us) of ISD at 444-2700.

Training Calendar – Non Credit Workshops

Schedule assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at the Ray Bjork Campus, 1600 8th Avenue, Helena.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or deadhead a State Training Enrollment Application to
State Training Center, HCT
Helena, MT 59601

If you have questions about enrollment, please contact us at 444-6821, Outlook at Helena College of UM or email at lsuttorp@state.mt.us. Also see our web page at www.hct.umontana.edu.

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. HCT is also willing to schedule specific classes by request for state agencies.

State Training Calendar

	<u>Prerequisites</u>	<u>Dates</u>	<u>Cost</u>	<u>Days</u>
Data Base Classes				
Intro to Oracle	Windows 95	Nov 9-10	200.00	2
Discoverer 3.0	Windows 95	none	100.00	1
SQL/PL-SQL	Intro to Oracle	Nov 16-18	300.00	3
Oracle Developer 2000	Intro to Oracle & SQL/PL-SQL	Oct 19-22, 26-29am Nov 30-Dec 3, Dec 7-10am	**400.00	4
Oracle Designer	Oracle Dev; SQL/PL-SQL recom	Dec 16,17, 20,21,22	**536.95apr	5
Access 97	Windows 95	Oct 5-6, Nov 4-5	200.00	2
Visual Basic for Access 97	Access 97	Dec 15-16	200.00	2
Data Network/Mainframe Classes				
Document Direct	N/A	Oct 13, Nov3-8-9:30 am or 10:30-12pm	FREE	.3
View Direct	N/A	Oct13, Nov3-9:30-10:30	FREE	.3
Document Direct/Analyzer	None	Nov18am	50.00	.5
Microcomputer Classes				
Windows 95 Conversion	familiar with Windows	Oct4am	50.00	.5
Windows 95	N/A	Nov1	100.00	1
Outlook 98	Windows 95	Oct 7pm or14am, Nov 10am or22am, Dec15am	FREE	.5
Adv. Outlook 98	Outlook 98	Nov29am	43.00	.5
Word 97 Conversion	Windows 95	Oct 14pm, Nov 2am	50.00	.5
Intro to Word 97	Windows 95	Oct5 or13, Nov3 or11, Dec14	100.00	1
Intermediate Word 97	Intro to Word 97	Oct7 or19, Nov16 or23, Dec16	100.00	1
Advanced Word 97	Interm Word 97	Dec1-2	200.00	2
Excel 97 Conversion	Windows 95	Oct7am, Nov2pm	50.00	.5
Intro to Excel 97	Windows 95	Oct6 or20, Nov4 or12, Dec3	100.00	1
Intermediate Excel 97	Intro to Excel 97	Oct21, Nov17	100.00	1
Advanced Excel 97	Interm Excel 97	Nov 22 - 23	200.00	2
Internet	Windows 95	none	100.00	1
Building Web Pages	Internet	Oct 27 - 28	200.00	2
PowerPoint	Windows 95	Nov 8-9	200.00	2
Microsoft 97 Integrated	Word, Excel, Access	Oct 14-15	200.00	2

SABHRS (MTPRRIME) Classes

Financial Modules

All classes are *repeats* with added enhancements

	Dates	Cost	Days
GL1: Basic Journal Entries	Oct 4	100.00	1
GL3: General Ledger Budget Management	Oct 8	100.00	1
Account Payable	Oct 5	100.00	1
Accounts Receivable	Oct 25 – 26	200.00	2

Human Resource Modules

These classes are *repeats* which include all changes

Time & Labor	Oct 19 – 20	150.00	1.5
Managing Position & Employee Data	Oct 21 – 22	150.00	1.5
These classes are condensed <i>refresher</i> courses			
Position & Employee Maint. <i>Refresher</i>	Oct 12	100.00	1
Time Entry <i>Refresher</i>	Oct 13	50.00	.5

Prerequisites may be met with consent of Instructor.

**The Oracle Designer and Developer class fees are recovered through the monthly data net.

See our web page at
www.hct.umontana.edu.

State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

Course Data

Course Request _____

Date Offered _____

Student Data

Name _____

Soc. Sec. Number (for P/P/P) _____

Agency & Division _____

Mailing Address _____

Phone _____

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

Billing Information/Authorization Mandatory

LogonID _____ Agency# _____ Authorized Signature _____

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager _____

Training is needed for

- Agency Oracle Developer
- Continuing education opportunity (Agency will be billed for training.)
- Agency contractor (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

DeadHead completed form to

State Training Center, Helena College of Technology of the U of M
Phone 444-6800 FAX 444-6892



Published monthly by

Information Services Division (ISD)
Department of Administration
Room 229, Mitchell Building, Helena, MT 59620
406-444-2700 or FAX 406-444-2701

This newsletter is dedicated to educating and informing with pertinent State technology news. Alternative accessible formats provided upon request to persons with disabilities.

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To Submit an Article

Send the article to Trapper Badovinac, via e-mail. The deadline for inclusion in the following month's newsletter is the 1st Friday of the previous month.

Printing & Distribution

960 copies were printed and distributed for \$620.

Contacts & Editor

Editor: Trapper Badovinac (444-4917),
Outlook or e-mail at tbadovinac@state.mt.us

Layout: Trapper Badovinac (444-4917),
Outlook or e-mail at tbadovinac@state.mt.us

Subscription: Lois Lebahn (444-2073),
Outlook or e-mail at llebahn@state.mt.us

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Is Your Address Correct?

Department of Administration
Information Services Division
Mitchell Building, Room 229
P.O. Box 200113
Helena, MT 59620-0113

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